

Comparisons of Job Characteristics

Focus Occupation: [Administrative Services Managers \(11-3011\)](#)

Associated Occupation: [Education Administrators, Postsecondary \(11-9033\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 59

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: Education Administrators, Postsecondary (11-9033)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Customer and Personal Service	11.3	18.4	17.5	0	Current knowledge level may be sufficient
English Language	11.2	18.3	14.0	<<	Extensive education and/or training may be required
Education and Training	9.2	17.0	6.1	<<	Extensive education and/or training may be required
Administration and Management	8.4	16.0	13.5	<	Expanded education and/or training may be required
Psychology	6.4	14.6	4.7	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	14.1	12.7	<	Expanded education and/or training may be required
Therapy and Counseling	3.8	13.6	2.4	<<	Extensive education and/or training may be required
Sociology and Anthropology	4.1	12.1	2.8	<<	Extensive education and/or training may be required
Communications and Media	5.3	10.2	5.7	<<	Extensive education and/or training may be required
Philosophy and Theology	3.2	8.4	2.2	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: Education Administrators, Postsecondary (11-9033)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Monitoring	9.9	13.9	10.1	<<	Extensive development of skills in this area may be required
Judgment and Decision Making	9.4	13.6	10.0	<<	Extensive development of skills in this area may be required
Time Management	8.9	13.5	11.5	<	A higher skill level may be required
Coordination	9.1	13.2	12.2	0	Current skill level may be sufficient
Instructing	7.8	13.2	9.0	<<	Extensive development of skills in this area may be required
Social Perceptiveness	9.1	12.9	10.7	<	A higher skill level may be required
Management of Personnel Resources	6.9	12.8	10.5	<	A higher skill level may be required
Service Orientation	7.9	12.2	9.8	<	A higher skill level may be required
Negotiation	6.8	11.8	10.6	<	A higher skill level may be required
Persuasion	7.4	11.4	8.8	<<	Extensive development of skills in this area may be required
Systems Analysis	6.5	10.7	8.7	<	A higher skill level may be required
Systems Evaluation	6.4	10.7	7.7	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	9.2	6.9	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	8.9	7.3	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 97			
Focus Occupation: Administrative Services Managers (11-3011) Associated Occupation: Education Administrators, Postsecondary (11-9033)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	16.0	13.6	<	Some improvement in abilities may be required
Oral Expression	12.4	16.0	13.3	<	Some improvement in abilities may be required
Written Expression	9.8	15.7	13.3	<	Some improvement in abilities may be required
Written Comprehension	11.0	15.4	13.3	<	Some improvement in abilities may be required
Speech Clarity	10.2	14.3	10.8	<<	Extensive improvement in abilities may be required
Inductive Reasoning	10.2	14.2	10.3	<<	Extensive improvement in abilities may be required
Problem Sensitivity	11.1	14.0	11.2	<	Some improvement in abilities may be required
Fluency of Ideas	7.6	13.0	7.9	<<	Extensive improvement in abilities may be required
Originality	7.6	11.6	7.9	<<	Extensive improvement in abilities may be required

Memorization	5.6	8.5	6.4	<<	Extensive improvement in abilities may be required
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The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 71

Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Education Administrators, Postsecondary (11-9033)

Work Activities	Exclusivity of Activity
Analyze operational or management reports or records	62
Analyze organizational operating practices or procedures	70
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Direct and coordinate activities of workers or staff	3
Hire, discharge, transfer, or promote workers	47
Interview job applicants	69
Manage contracts	73
Recommend solutions of administrative problems	84
Use interpersonal communication techniques	10

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 88

Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Education Administrators, Postsecondary (11-9033)

Tools and Technologies	Exclusivity
Business function specific software	1
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.